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Adm 15.3

DD/S&T 4863/66

30 September 1966

MEMORANDUM FOR: Executive Officer/OS

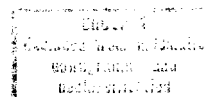
SUBJECT : Implementation of the Task Force Study
"Review of Top Secret and Codeword
Procedures and Controls"

The release date of Subject study in 1965 coincides generally with the second anniversary of the formation of DD/S&T. While certain of the Directorate's Offices sprang from predecessor units, the fact remains that DD/S&T at that time was literally in its infancy. This point is relevant in that, like any new organization, DD/S&T was in mid-1965 and to a certain extent still in the process of stabilizing many of its systems, routines, and procedures. The areas covered by Subject study, specifically document controls, fall within the category of systems still in the process of adjustment. All of this notwithstanding, Security Management Staff, DD/S&T found on canvassing the Offices of this Directorate that noteworthy progress had been made in the past year. Highlights of this progress are presented below:

Office of Research and Development

1. Obvious effort is being made by ORD's Information Control Officer to monitor the use of the ORD Xerox machine by Office personnel. Several special meetings have been held in ORD in which the dangers of improper document reproduction have been stressed.

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2. There is definite progress to report on the efforts of the ORD Registry to control TS, SI, TKH, [REDACTED] and RD documents. Thus far only ORD's Top Secret material has been subjected to a spot-check audit by the Office of Security. The audit went well; there is no reason to believe that audits of the other categories of paper would be any less satisfactory.

3. The Office of Research and Development is currently planning to conduct a total inventory as soon as one additional person reports for duty in its Registry.

4. In addition to the problems faced by other DD/S&T Offices, ORD has had to exercise great care through the years to protect documents related to many R&D Projects, often with exposure limited to persons whose names appear on carefully controlled "Bigot" lists - another document handling problem. ORD appears to have handled this phase of document control effectively.

Foreign Missile and Space Analysis Center

1. FMSAC has deliberately placed its three duplicating machines (Xerox 813 Copier; SCM Copier; Thermofax Copier) in close proximity to its professional personnel and in space vaulted or locked after hours. The professional personnel are expected to exert an informal but deliberate monitoring to avoid illegal document duplication.

2. FMSAC has shown its serious intent to run an effective Registry by successively replacing two marginal Registry Officers with a new incumbent who brings to the job fifteen years of experience in the field.

3. FMSAC has expressed a desire in writing to have its Registry made into and approved as a TKH Control Center.

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8/ The senior officers of FMSAC view document control as a matter of continuing interest; the subject is frequently discussed at staff meetings.

5. FMSAC senior officials stand ready to support any document control audit proposed by the Office of Security.

6. FMSAC has exercised great care in its contractor relationships in the sense of demanding greater care in information flow between all parties. As evidence of its sincerity is the fact that FMSAC supports a Security Officer on the [REDACTED] whose duties relate largely to this specific concern.

Office of Scientific Intelligence

1. OSI has four rooms equipped with copying machines. Three of these rooms contain one copying machine each and are semi-controlled in that staff personnel occupy these rooms. Two of these three rooms are located in the All-Source Center, behind the barrier, and thus are further controlled. The fourth room, which contains five different types of copying machines, is unoccupied but again is located within the confines of the All-Source Center. The OSI Registry reports good compliance with the regulations regarding the handling of Top Secret and [REDACTED] documents. OSI personnel, after making copies of such materials, bring them to the Registry for logging and control. The same is true for TKH materials which are destined to go outside of OSI. OSI personnel appear conscientious about having the Registry record all materials which are to be hand-carried outside of OSI areas. As a further safeguard, all COMINT material coming into or going out of the Agency is controlled by the OCI Registry. All classified copies of RD information, regardless of the classification, are taken to the Agency Top Secret Control Officer in OSI.

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2. A number of inventories or spot checks have been made recently in OSI:

a) The Top Secret Control Officer for OSI has made six inventories of TS materials.

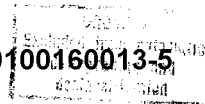
b) A [REDACTED] document spot check was made by a member of the Special Security Center in early 1966 and no discrepancies were noted.

c) T/KH materials have neither been inventoried nor spot checked according to the records of OSI. It should be noted, however, that T/KH material which is to leave OSI is controlled and that which is to be destroyed is returned to the Registry for recording.

d) There is no record of COMINT ever having been inventoried since such documents may be received in OSI and sent from OSI to other Offices behind the barrier without passing through the Registry. It should be noted, however, that COMINT documents to be sent outside of the All-Source Center would be sent through the OCIRegistry for control purposes.

e) AEC originated RD information which is classified Top Secret is inventoried semi-annually, and Agency originated RD has been inventoried each time that a TS inventory has been taken.

3. Project Officers of OSI control the need-to-know and obtain appropriate security approvals from the Security Officer before discussing any classified information with contractor employees. All discussions between Project Officers or their designees and contractor representatives are held either in the Agency Headquarters or at approved areas in a contractor's facility. Likewise, Project Officers insure that contractor personnel sign for all types of Top Secret and Codeword material which they read or receive in document form.



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4. Perhaps because of its comparatively long tenure as an Agency Office or because it has its own Resident Security Officer or perhaps for other reasons, OSI appears to be particularly well structured from a document control standpoint.

Office of Elint

1. OEL reports having one Xerox machine located in its Registry and assures that Registry personnel spot check for unauthorized duplication and other violations of proper document controls.

2. OEL conducts an annual Top Secret document inventory by inspecting the contents of each safe on an item by item basis.

3. OEL keeps logs on all [REDACTED] and TKH material along with destruction records. The adequacy of [REDACTED] material protection in OEL has been checked in the last year by the Office of Security's Special Security Center.

4. OEL carefully controls information flow to contractors. Documents are released to contractors only at the request of the proper Project Officers and then they go through the regular document control channels. In the same vein, OEL maintains two conference rooms outside the All-Source Center for the specific purpose of contractor control.

Office of Computer Services

1. OCS reports their document control procedures to be in line with recommended techniques.

2. No record exists of any spot-checks or audits of document control procedures by the Office of Security. Undoubtedly because of the unique forms in which OCS data is found, such audits, if they were conducted, would have to

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be of unique design.

3. OCS is currently building a re-indoctrination program which it intends for consumption by its personnel. Document handling and controls will be stressed.

Office of Special Projects

1. OSP has recently created a Registry Branch which is functioning completely in accordance with Agency document control regulations.

2. OSP is preparing an inclusive procedure dealing with the transfer/Transportation by all OSP personnel (couriers) of classified paper from Headquarters to the field and return.

3. OSP has from its inception, in December 1965, worked hard to properly classify its hardware and paper so that it will receive equivalent protection to that afforded similar items under the control of other Agencies. At the same time they have adroitly kept their classified materials within compartmented project channels.

Office of Special Activities

1. OSA maintains two Xerox and one Thermofax machines. They have published and distributed a Security Directive on the subject of the proper manner of reproducing T/KH and material. OSA also distributed Security Notice HN 10-45 setting forth instructions for the reproduction of Top Secret material.

2. There have been no surveys or audits on document controls conducted in OSA by the Office of Security.

3. OSA has always rigorously monitored the flow of information to industry. Visits by contractors to Headquarters or to other contractors must be approved by the

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Security Staff, OSA. Staff Security Officers visiting contractors invariably include document control as a subject for inspection. Also, where there is a real volume problem with documents or sensitive hardware, OSA is likely to assign a security officer to the facility.

In general, the most encouraging dimension uncovered in the Office by Office canvassing report on above is the fact that throughout this Directorate the subject of document controls is viewed as a serious matter. All seven Offices reported instances of the subject having been treated at staff meetings and conferences throughout the year. Secondly, all Offices reported plans to introduce further safeguards in FY 67 to tighten document security and enhance document accountability. Finally, all seven Offices show signs of stabilizing their Registry operations to a point where logging in, logging out, and destruction operations will become so standardized as to significantly raise the intrinsic security of all Directorate paper.

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Chief, Security Management
DD/S&T

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